

From: [Patrick, Dwayne](#)
To: [Coltrain, Katrina](#); [Little, Bill](#)
Subject: RE: Wilcox Open House
Date: Tuesday, May 12, 2015 10:27:54 AM

Katrina,

As discussed I am providing you a loaner laptop EPA Bar code B27129, mouse, power cord and computer back. Please return to me once complete. Thanks in advance.

Very respectfully,

Dwayne Patrick

Management Analyst
Information Management Team
U.S. EPA, Region 6, Superfund Division
214-665-6582

From: Coltrain, Katrina
Sent: Wednesday, May 06, 2015 8:48 AM
To: Patrick, Dwayne; Little, Bill
Subject: Wilcox Open House

All, I have a change in my travel dates. I will be leaving for the site on Sunday evening.

Bill, I will need to get the posters and materials from you on Thursday (5-14 and 5-15) and Friday of next week.

Dwayne, I will need to get the computer from you on Friday, 5-15, and return it on Thursday 5-21.

Please let me know if this will not work.

thanks

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
1445 Ross Avenue
Dallas, Texas 75202
214-665-8143

From: Coltrain, Katrina
Sent: Tuesday, May 05, 2015 12:27 PM
To: Patrick, Dwayne
Subject: Computer reservation

Dwayne, I need to reserve a computer for May 18 through May 21. I will be using the computer during an open house to display an ongoing slide show so I am requesting that the 'sleep' function either be adjusted to the longest setting or be disabled. Also, if there is a way to long on without the card that would be best as well since I will have another computer doing almost the same thing.

thanks

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
1445 Ross Avenue
Dallas, Texas 75202
214-665-8143